

MEETING OF DECEMBER 2, 2014

AGENDA ITEM NO. 5A



Application I.D.: 2014-0049

Application Type: Conditional Use Permit & Design Review

Location: 2800 Wakefield Drive

Applicant/Owner: Jeffery Ungar

APN: 045-441-370

Zoning: PD (Planned Development)

General Plan Designation: RL (Low-Density Residential)

Environmental Determination: Categorically Exempt, Section 15301, Class 1(e)(1)

PROJECT DESCRIPTION

The applicant requests Conditional Use Permit and Design Review approval to amend the Hallmark West Detailed Development Plan (DDP) by adding a 169 square-foot addition to the existing 3,144 Square foot single-family residence for a total of 3,313 square feet which complies with the development guidelines for this DDP.

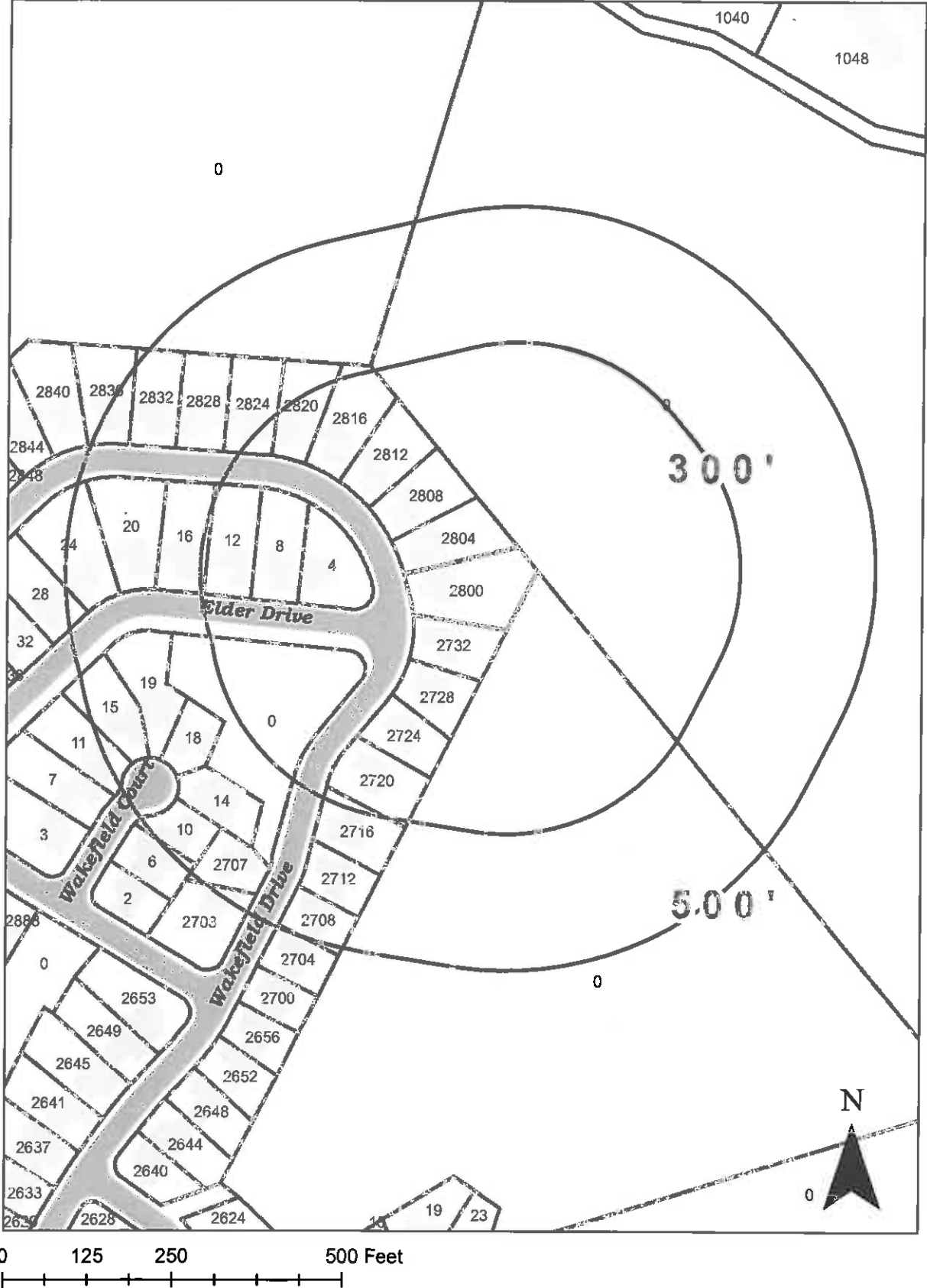
RECOMMENDATION

Staff recommends that the Planning Commission **approve** the Conditional Use Permit & Design Review subject to the conditions of approval contained in the attached draft resolution¹.

ZONING DESIGNATION

The subject property is located in a PD (Planned Development) zoning district. According to Sections 12.4 and 12.9 of the Zoning Code, amendments to an approved Detailed Development Plan (DDP) for a single family development require approval of a Conditional Use Permit and Single Family Design Review. The proposal would add square footage to the dwelling as originally approved, and would be generally consistent with approved Floor Area Ratio's of other surveyed single family dwellings in the Planned Development; all other DDP standards for the Planned Development are satisfied with this proposal. Staff has provided the approved DDP standards for the Planned Development as part of the report materials (See Attachment V).

¹ Please note: This recommendation is made in advance of public testimony or Commission discussion of the project. At the public hearing, these two factors, in conjunction with the staff analysis, will be considered by the Commission in rendering a decision on the project.



PRIOR ACTIONS

The site was rezoned, with a large portion of the Western Hills Area, from R-1E and R-1A to Planned Development (PD) in 1971; a Conceptual Development Plan (CDP) was approved as part of the rezoning for this Hallmark West Planned Development. In 1972, an approved Detailed Development Plan (DDP), set final development standards for the project. Since that time, a number of residences within the Planned Development have been granted either DDP amendments (through the Commission) or administrative approvals to allow for expansions. The existing residence was constructed in 1974, as were many of the residences in the vicinity. A review of planning files resulted in finding one prior action for the site. This included an Administrative Amendment to the Detailed Development Plan (AADDP) application to allow a 94 sq. ft. addition.

The site is currently under construction for an interior remodel and minor addition. The remodel and addition was approved under an AADDP application and a building permit.

SITE CONDITIONS

The subject property is located in a neighborhood of two-story single-family homes with a mixture of stucco and wood exterior finishes. The lot has single-family homes on each side and backs to an open space canyon. The 15,939 square foot interior lot is somewhat irregular in shape with a moderate to steep down slope. The site is developed with a two-story house and includes a conforming two car garage and a two car driveway. There will be no change to the existing landscaping (a variety of shrubs and trees on site); no additional landscaping is proposed on site.

PROJECT ANALYSIS

Existing Dwelling Floor Area/Layout

The existing 3,144 square foot two story dwelling consists of a kitchen, living, dining, family, and mud rooms, four bedrooms, four bathrooms, and a two-car garage.

Proposed Second Floor Addition and First Floor Remodel

The applicant proposes to construct a 169 square foot addition. The addition will consist of enclosing the existing second story porch and expanding the existing bedrooms.

Exterior Materials/Colors

The existing dwelling is finished in beige colored stucco siding with wood based accents painted brown and orange colors. The proposal includes refinishing the addition with stucco siding painted to match the color of the existing dwelling. Other architectural elements will include new gable siding, a wood trellis and brackets, and new aluminum clad windows to match the existing. The building colors and materials are further illustrated in the project photographs (See Attachment VI).

Landscaping and Groundwork

The subject property has existing mature landscaping consisting of a variety of shrubs and trees on site. All existing landscaping would remain and no trees would be pruned or removed to allow for construction of the project. The applicant proposes no additional landscaping on the site.

PROJECT DATA

| Criteria | Existing | Proposed | Required per Approved DDP |
|------------------------|---------------------------------|---------------|---|
| Lot Size | 15,939 sq. ft. | No Change | 15,939 sq. ft. – <i>(this lot as approved in the DDP)</i> |
| Slope | No change | No Change | No specific development standard |
| FAR | .197 | .208 | .200 to .350 * |
| Square Footage | 3,144 sq. ft. | 3,313 sq. ft. | No specific development standard |
| Parking | Two-car garage Two uncovered | No change | No specific development standard |
| Setbacks: | | | |
| Front | Approx. 18' | No change | 15 ft |
| Side (right) | Approx. 16' | No change | 5 ft. |
| Side (left) | Approx. 8' | No change | 5 ft. |
| Rear | Approx. 91' | No change | 20 ft. |
| Driveway length | Approx. 18' | No change | No specific development standard |
| Height | Approx. 27 ft. | No change | 35 ft. |

*Previously approved DDP requirements for FAR did not include garages.

DETAILED DEVELOPMENT PLAN CONFORMANCE

The proposed addition meets all setback(s), height, FAR, and permitted use regulations of the approved Hallmark West Detailed Development Plan standards for the Planned Development.

GENERAL PLAN CONFORMANCE

The proposed addition for the single-family residence does not change the land use of the site. The residence is in conformance with this designation. The site is designated as low-density residential (RL) in the general plan.

NEIGHBORHOOD OUTREACH

The applicant performed neighborhood outreach as detailed in the Neighborhood Outreach Strategy attached to this report. The applicant reported mailing notices to all property owners (November 2014) within 300 feet of the site informing residents of the project and requesting questions or comments via e-mail or phone. The applicant also reported going door-to-door handing out notices informing neighbors about the project. Staff has not received any responses to the public notice as of the writing of this report (Attachment IV). The applicant appears to have achieved the outreach strategy objectives.

ENVIRONMENTAL CLEARANCE (CEQA)

The proposed addition to the single-family home is categorically exempt from the provisions of the California Environmental Quality Act by provision of Section 15301, Class 1 (e)(1):

“Additions to existing structures provided that the addition will not result in an increase of more than:

(1) 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less;...

The proposed project meets these requirements for CEQA exemption.

CONDITIONAL USE PERMIT & DESIGN REVIEW ANALYSIS

The requisite Conditional Use Permit Findings (Section 11.5.1) and Single Family Design Review Findings (Section 13A.5 (A-I)) are provided in the attached resolution (see Attachment II).

CONCLUSION AND RECOMMENDATIONS

Based on the foregoing analysis, staff recommends approval of the Conditional Use Permit and Single Family Design Review applications with the conditions of approval as specified in Attachment III of this report.

ACTION ALTERNATIVES

1. Continue the application for redesign.
2. Deny the Conditional Use Permit and Single Family Design Review. The Commission will identify specific facts to support a denial, and a resolution would be returned to the Commission for final action.

ATTACHMENTS

- I. 300/500-foot Radius Map (Follows on Page 2 of report)
- II. Resolution approving the Conditional Use Permit & Design Review
- III. Conditions of Project Approval
- IV. Neighborhood Outreach Strategy
- V. Hallmark West #1 Detailed Development Plan Standards
- VI. Applicant's plans and submittal materials (Commission only)

Respectfully submitted,



Rob D. Gill
Associate Planner



Carlos de Melo
Community Development Director

RESOLUTION NO. 2014-

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING A CONDITIONAL USE PERMIT & SINGLE FAMILY DESIGN REVIEW IN
CONJUNCTION WITH AMENDMENT OF AN APPROVED DETAILED DEVELOPMENT
PLAN FOR 2800 WAKEFIELD DRIVE (APPL. NO. 2014-0049)

WHEREAS, Jeffery Ungar requests Conditional Use Permit and Single Family Design Review approval to construct a 169 square foot addition to the existing 3,144 square foot residence for a total of 3,313 square feet that complies with the Hallmark West #1 Detailed Development Plan Standards; and,

WHEREAS, the site is located in a PD (Planned Development) Zoning District and the project requires an amendment to an approved Detailed Development Plan, which, according to Sections 12.4 and 12.9 of the Zoning Ordinance, requires Conditional Use Permit approval; and,

WHEREAS, the site is located in a PD (Planned Development) Zoning District and the project requires an amendment to an approved Detailed Development Plan, which, according to Section 12.4 (B) of the Zoning Ordinance, requires Single Family Design Review approval as per the findings of Section 13A.5; and,

WHEREAS, the Planning Commission hereby relies upon the staff report dated December 2, 2014 and the facts contained therein, as they pertain to the project, as its own findings of facts; and,

WHEREAS, a public hearing was duly noticed, held, and closed on December 2, 2014 and,

WHEREAS, the Planning Commission did hear and use their independent judgment and considered all said reports, recommendations and testimony hereinabove set forth.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Conditional Use Permit and Single Family Design Review in conjunction with amendment of the Hallmark West Planned Development to allow a 169 square-foot addition to the existing residence for a total of 3,313 square feet at 2800 Wakefield Drive, subject to the attached conditions in Exhibit "A", upon finding that:

Environmental Review

The project is categorically exempt pursuant to the California Environmental Quality Act, Section 15301, Class 1 (e) (1):

“Additions to existing structures provided that the addition will not result in an increase of more than:

(1) 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less...;

Conditional Use Permit

The required Conditional Use Permit Findings, Section 11.5.1, are made in the affirmative as follows:

- a) The location of the proposed use is compatible to other land uses in the general neighborhood and does not place an undue burden on existing transportation, utilities and services in the vicinity.*

The FAR assessment (i.e. the applicable floor area limit) was different when this PD was established in the early 1970's. The previously approved DDP requirements for FAR did not include garages. However, garage square footage is provided as to provide a more consistent point of comparison for all listed properties.

The existing two-story residence is sited among other single-family detached residences within the PD of one and two story designs. Research of other properties within the Planned Development to assess square footages and comparative FAR's for the purposes of establishing compatibility revealed the following:

| Address | Lot Size | Dwelling Size | FAR |
|--------------------------|-----------------|----------------------|------------|
| 2800 Wakefield Drive (E) | 15,939 | 3,144 | 0.197 |
| 2800 Wakefield Drive (P) | 15,939 | 3,313 | 0.208 |
| 2804 Wakefield Drive | 11,060 | 2,900 | 0.262 |
| 2808 Wakefield Drive | 10,425 | 2,890 | 0.277 |
| 2812 Wakefield Drive | 10,500 | 2,890 | 0.275 |
| 2732 Wakefield Drive | 9,375 | 2,760 | 0.294 |
| 2728 Wakefield Drive | 8,025 | 3,250 | 0.405 |
| 2724 Wakefield Drive | 8,424 | 3,250 | 0.386 |

Because San Mateo County GIS Portal records do not include the garage area, the building size numbers are adjusted to include an estimated 400 square feet of garage for all listed properties (staff included actual garage size of 616 sq. ft. for the subject property). However, the garage area was not included in the FAR for the Hallmark West #1 DDP standards.

The previous table illustrates the varying range in lot sizes and floor areas of properties along this surveyed section of Wakefield Drive. Of the seven properties surveyed for this report, lot sizes range from 8,025 square feet to 15,939 square feet. Floor Area Ratio's for the properties surveyed range from 0.197 to 0.405. The proposed square footage (3,313 sq. ft.) for the subject site would result in the largest home of the seven surveyed properties. However, the proposed FAR for the subject property would be the lowest of the surveyed properties. The proposed addition would be in scale and character with other single family residences within this PD district. The proposal will not increase traffic and will not unduly impact utilities or services in the vicinity. The building footprint would remain unchanged for the project. No clearing and grading is required for the site groundwork as the second story addition would have minimal impact on the ground area. The project would also result in a FAR that is in line with the approved DDP standards. This finding is affirmed.

- b) The site is of sufficient size to accommodate the proposed use together with all yards, open spaces, walls, fences, parking and loading facilities, landscaping and such other provisions as required by the Zoning Ordinance.*

The subject site is sufficient in size to accommodate the existing single-family residential use (and proposed addition). All setbacks and building height requirements are met in accordance with the approved Detailed Development Plan. No landscaping would be removed to allow for construction of the addition. The proposal maintains four car off-street parking spaces (two covered/two uncovered), and the addition will not significantly increase the existing footprint of the residence. This finding is affirmed.

- c) The site will be served by streets of capacity sufficient to carry the traffic generated by the proposed use.*

The existing residential use (and proposed project) will not result in a change in the amount of traffic generated in the neighborhood. The local streets are adequate to accommodate the existing expanded single-family residence. This finding is affirmed.

- d) The proposed use, if it complies with all conditions upon which approval is made contingent, will not adversely affect other property in the vicinity or the general welfare of the City.*

The project will consist of enclosing the existing second story porch and expanding the existing bedrooms. The proposed 169 square foot addition for the existing residence would not diminish views or light for properties in the vicinity. All dwelling modifications would meet applicable California Building and Fire codes. Adjacent streets and sidewalks adequately serve the current residential use and will continue to do so for the expanded dwelling. The proposed addition is compatible with adjoining development and will not adversely affect other property in the vicinity or the general welfare of the City. This finding is affirmed.

Single Family Design Review

The required Single Family Design Review Findings, Section 13A.5 (A-I), are made in the affirmative as follows:

- A. *The buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*

The existing two-story residence is situated on an interior, moderately to steep sloped lot. The existing dwelling is consistent in design, materials and color palette with the established character (wood and stucco exterior designs) of other homes within the neighborhood. The project will consist of enclosing the existing second story porch and expanding the existing bedrooms. There will be no significant alterations made to the existing building and no loss of public views as assessed from Wakefield Drive. This finding is affirmed.

- B. *The overall site and building plans achieve an acceptable balance among the following factors:*

- (1) *building bulk*
- (2) *grading, including*
 - (a) *disturbed surface area and*
 - (b) *total cubic yards, cut and fill*
- (3) *hardscape, and*
- (4) *tree removal*

Building bulk

The addition would be located entirely within the existing building footprint and would not alter the existing building height. The proposal includes refinishing the addition with stucco siding painted to match the color of the existing dwelling. Other architectural elements will include new gable siding, a wood trellis and brackets, and new aluminum clad windows to mitigate the bulk/mass at the façade.

Grading/Hardscape

No clearing and grading is required for the site groundwork as the second story addition would have no impact on the ground area.

Tree Removal

There is mature landscaping in the front yard area of the site. All existing landscaping would remain and no trees would be pruned or removed to allow for construction of the project. The applicant proposes no additional landscaping on the site.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the building design and site/groundwork to achieve a complementary balance for the project. This finding is affirmed.

- C. *All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structures.*

The existing driveway appears to have clear access to the street. The paving from the driveway to the front steps/porch appears to be safe for pedestrian usage. This finding is affirmed.

- D. *All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.*

No clearing or grading is proposed or anticipated for the site. There are no known geological or flooding hazards in the immediate neighborhood of the subject property, and there are no streams on or near the property. This finding is affirmed.

- E. *All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.*

There are no proposed changes to the driveway or utility services; no new accessory structures or retaining wall are proposed for the site. This finding is affirmed.

- F. *The landscape plan incorporates:*

- (1) *Native plants appropriate to the site's environmental setting and microclimate, and*
- (2) *Appropriate landscape screening of accessory and support structures, and*
- (3) *Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code*

The site is currently landscaped with shrubs and trees on site; all on-site landscaping would remain. A condition of approval has been included requiring that any landscaping damaged as a result of construction activities must be replaced in kind prior to issuance of a planning final for the project. This finding is affirmed.

- G. *Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.*

Review of staging areas, recycling and disposal procedures and adequacy of erosion control measures will be reviewed by the Building Division as part of the structural plan check. All construction will be completed in compliance with the California Building Code and NPDES standards as administered by the City of Belmont. This finding is affirmed.

H. Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code.

The proposal includes no encroachments into the public right-of-way. This finding is affirmed.

I. Substantial compliance with the Residential Design Guidelines.

The addition would not alter the existing building footprint or height. The project includes architectural elements to mitigate bulk/mass at the façade. There would be no obstruction of vehicular and pedestrian accessways as shown on the site plan. Adequate measures have been established as detailed in the project Conditions of Approval. There will be no structural encroachments into the public right-of-way associated with the project. As such, the project is in compliance with the Residential Design Guidelines. This finding is affirmed.

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on December 2, 2014 by the following vote:

AYES,
COMMISSIONERS: _____
NOES,
COMMISSIONERS: _____
ABSENT,
COMMISSIONERS: _____
ABSTAIN,
COMMISSIONERS: _____
RECUSED,
COMMISSIONERS: _____

Carlos de Melo
Planning Commission Secretary

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL CONDITIONAL USE PERMIT & SINGLE FAMILY DESIGN REVIEW 2800 WAKEFIELD DRIVE (APPL. NO.2014-0049)

- I. COMPLY WITH THE FOLLOWING CONDITIONS OF THE COMMUNITY DEVELOPMENT DEPARTMENT:
 - A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:

Planning Division

1. Plans submitted for the building permit and all construction shall conform to the plans on file in the Planning Division for Appl. No. 2014-0049, date stamped 9/15/14. The Director of Community Development may approve minor modifications to the plans.
2. All construction and related activities which require a City building permit shall be allowed only during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and 10:00 a.m. to 5:00 p.m. on Saturdays. No construction activity or related activities shall be allowed outside of the aforementioned hours or on Sundays and the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. All gasoline powered construction equipment shall be equipped with an operating muffler or baffling system as originally provided by the manufacturer, and no modification to these systems is permitted.
3. Prior to issuance of building permits, the property owners shall file with the Director of Community Development, on forms provided by the City, an acknowledgment that they have read, understand and agree to these conditions of approval.
4. In accordance with the Belmont Zoning Ordinance, the permit(s) granted by this approval shall expire one (1) year from the date of approval, with said approval date indicated on the accompanying Planning Commission resolution. Any request for extension of the expiration date shall be made in accordance with the applicable provisions of the Belmont Zoning Ordinance.
5. In the event that this approval is challenged by a third party, the property owners and all assignees will be responsible for defending against this challenge, and agree to accept responsibility for defense at the request of the City. The property owners and all assignees agree to defend, indemnify and hold harmless the City of Belmont and all officials, staff, consultants and agents from any costs, claims or liabilities arising from the approval, including without limitation, any award of attorneys fees that might result from the third party challenge.

6. If any existing landscaping should be damaged during construction related activities, the applicant shall replace such landscaping, including consideration to utilize drought-tolerant plantings, prior to issuance of a planning final. Prior to building permit issuance, the applicant shall provide photographs of the property to document existing landscape conditions.

Building Division

1. Prior to any construction, the applicant or a designated representative shall obtain all of the required building permits for the project. The applicant will be required to provide a construction and demolition-recycling plan as a condition of the building permit. The Building Department will inspect for compliance with this plan. The conditions of approval for this permit also require the applicant to perform all work in conformance with the NPDES requirements.
 2. All activities shall be subject to the requirements of the Belmont Noise Ordinance (maximum 65 dBA for daytime hours, Maximum 55 dBA for nighttime hours).
 3. The contractor/property owner shall post hours of operation and phone numbers for noise complaints.
 4. The contractor/property owner shall provide space on the subject property for recycling containers.
 5. The contractor shall provide a list of construction and demolition recycling service providers.
 6. The project manager shall notify contractors and subcontractors of the City's expectation of maximizing diversion of solid waste.
 7. Specify that the 2013 California Code of Regulations as amended by the State of California and all applicable City of Belmont ordinances will be employed during this project.
- II. COMPLY WITH THE FOLLOWING CONDITIONS OF THE PUBLIC WORKS DEPARTMENT:
- A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions.
1. Roof leaders and site drainage shall be directed to the City stormwater drainage system. A dissipator box or other energy reduction method shall be used.

- B. The following conditions shall be met prior to the issuance of the first building permit (i.e., foundation permit) and/or site development permits except as otherwise specified in the conditions.
1. The property owner/applicant shall apply for and obtain temporary encroachment permits from the Department of Public Works for work in the City public right-of-way, easements or property in which the City holds an interest, including driveway, sidewalk, sewer connections, sewer clean-outs, curb drains, storm drain connections, placement of a debris box.
 2. All plans shall conform to the requirements of the City NPDES stormwater discharge permit and the San Mateo Stormwater Pollution Prevention Plan (STOPPP). The project plans shall include permanent storm water quality protection measures. The project plans shall identify Best Management Practices (BMPs) appropriate to the uses to be conducted on-site to effectively prohibit the discharge of pollutants with storm water run-off.
 3. Applicant must possess a valid sewer lateral certificate issued under City Ordinance Section 21-213 before receiving a final building permit for:
 - a) Improvements valued by the building official at \$200,000 or more, or
 - b) Work associated with a change in water service (e.g. change in meter size or adding a second meter).
 4. No wastewater (including equipment cleaning wash water, vehicle wash water, cooling water, air conditioner condensate, and floor cleaning washwater) shall be discharged to the storm drain system, the street or gutter.
- C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.
1. The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo Stormwater Pollution Prevention Program (STOPPP) are followed to prevent discharge of soil or any construction material into the gutter, stormdrain system or creek.
 2. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project.
 3. If construction is not complete by the start of the wet season (November 15 through April 15), prior to November 15 the property owner shall implement a winterization program to minimize the potential for erosion and sedimentation.
 4. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
 5. Failure to comply with any permit condition may result in a "Stop Work" order or other penalty.

III. COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT FIRE DEPARTMENT:

1. Every building, or structure, shall be provided with an address. Numerals shall be located where clearly visible from the street or roadway upon which it fronts. Residential Structures shall have numerals a minimum of 4 inches in height and of ½ stroke. Commercial Structures shall have numerals a minimum of 6 inches in height and ¾ inch stroke. Numerals shall be of contrasting color to their background and illuminated at night. Numerals shall be white in color where located upon glazing.
2. Plans to be submitted for building permits shall show the location of all required Smoke Alarms and Carbon Monoxide Alarms, in accordance with CRC Sections 314 & 315.
3. Plans to be submitted for building permits for the project shall identify the size of bedroom windows, demonstrating that they meet egress requirements of CRC 310.
4. This project shall require a fire inspection. All fire inspections are performed on Wednesdays between 9AM-2PM, unless special arrangements are made with the Fire Inspector. Please call 650-637-2939 a minimum of 48 hours in advance to place your inspection request (you will receive a confirmation call within 24 hours of your request).

IV. COMPLY WITH THE FOLLOWING CONDITIONS OF THE POLICE DEPARTMENT:

1. All activities shall be subject to the requirements of the Belmont Noise Ordinance
2. No debris boxes or building materials shall be stored on the street.
3. Flag persons shall be positioned at both ends of blocked traffic lanes.
4. 24-hour written notice to the Police Department is required before any lane closure.

Certification of Approved Final Conditions:

Rob D. Gill, Associate Planner

Date

ATTACHMENT IV - NEIGHBORHOOD OUTREACH MATERIALS

Rob Gill

From: P. Jeffrey Ungar
Sent: Monday, November 24, 2014 11:07 AM
To: Rob Gill
Cc: Fred Blome
Subject: Fwd: summary of neighborhood outreach for 2800 Wakefield (Project PA2014-0049)
Attachments: Outreach-1.pdf

(sending this again since it bounced when I included the drawings we put in the information packet)

Hi Rob,

On November 10 we mailed out an information packet and cover letter to the property owners for all 15 homes within 300 feet of our lot. It explained the nature of our plan to capture the balcony space to the interior, and invited our neighbors to make comments via email, mail, or direct telephone to me.

We did not receive any responses, which was not too surprising given the limited nature of the addition. I think it is safe to say that this indicates a favorable view of the plans, but to confirm this, I went door to door to all on Saturday November 22 to do a quick check-in with anyone who was available to talk. I was able to chat with 5 neighbors. They all expressed strong support for our plans, and several commented on how beautiful the house will be when finished.

It happens that my immediate neighbors at 2804 Wakefield and 2732 Wakefield were unavailable on Saturday, but they have both expressed similar support when we talked on earlier occasions.

Please let me know if you need any more information about our outreach effort. A copy of our cover letter is attached below.

Regards,

Jeff

November 3, 2014

Dear Neighbor:

We are remodeling the house at 2800 Wakefield Drive, which we purchased late last year, and we are reaching a phase in our plans that requires us to obtain approval from the Planning Commission for a Conditional Use Permit (Project PA2014-0049).

We plan to capture the balcony space outside the two front bedrooms above the garage into the interior, which will add about 169 sqft of living space on the second floor. (Our first phase of work reduced the size of these bedrooms to make room for a different floor plan; this phase will restore them.) A Conditional Use Permit is required because our zoning district does not have specific maximum floor area standards.

As required by the permit application process, we are reaching out to all our neighbors within 300 feet of our property to inform you of our plans. Since the work for this second phase is so limited in scope, and since the much more extensive first phase project is still underway, we decided the best way to do this is to send out this information packet (see enclosures).

It would be a great help to us in completing the application if you would drop us a line with any favorable comments or concerns. The easiest way is by electronic mail to me at pjungar@me.com, referencing "2800 Wakefield CUP" in the subject line. If you prefer, you may also drop a note in the mail to the house, or you may call me at 650-814-6237.

If needed, we will also do a round of very brief visits once you have had time to look over the enclosed information.

Sincerely,

Your new neighbors,

P. Jeffrey Ungar & Ines M. Salazar

ATTACHMENT V - HALLMARK WEST UNIT 1 DDP STANDARDS

Hallmark West Unit #1

DETAILED DEVELOPMENT PLAN NOTES:

1. This planned development project was designed by Jennings-McDermott-Heiss, Inc. Civil Engineers and Land Planners. 195 E. Gish Rd. San Jose, California Telephone 292-1922.
2. Proposed land use - Single family residential detached per previously approved conceptual plan.
3. Buildings are to be located within lots delineated on this drawing and shall be placed within the building envelope defined by the following set-backs: Front yard set-back - 15 feet; Side yard set-back interior lots - 5 feet; side yard set-back corner lots - 10 feet, rear yard set-back - 20 feet.
4. The floor area ratio shall vary from 0.2 to 0.35.
5. Maximum building height shall be no greater than 35 feet.
6. Maximum height of fence and walls shall be no greater than 6 feet.
7. Minimum lot dimensions are as shown on this drawing.
8. Street circulation system and proposed cross section of said streets shall be as indicated on this drawing. The gross density shall be no greater than 2.7 dwelling units per acre and the net density shall be no greater than 3.4 dwelling units per developable acre, a developable acre being that with a ground slope of 30% or less.
9. Total number of units shall not exceed 70 units in the unit #1 and 116 units in unit #2 for a total of 186 units for the entire project which consists of 71.294 acres.
10. The ultimate population for this project is estimated to be from 600 to 800 persons.
11. Approximately 17.8 acres of open space is proposed for this project. This will consist of a 12.8 acre site to be dedicated to the City of Belmont for open space and parks and a 5.2 acre site to be dedicated to the City of Belmont for park purposes. These dedications are in lieu of parks and recreation fees. The open space shall be owned, developed, and maintained by the City of Belmont and shall be for the use of the citizens of Belmont.
12. Landscaping of the site shall be by the individual owners of the respective lots with the following exceptions: 1. All slope banks exceeding 6 feet in height will be hydromulched with an erosion control planting by the developer. 2. One 15 gallon street tree shall be planted in the front of every lot by the developer. All other landscaping including lawns, plants, and trees shall be by the individual owners at their discretion.
13. Final topography and grades for the project are as indicated on this drawing.
14. Utilities are shown on this drawing and/or as indicated on the improvement drawings for Hallmark West Unit #1 which have been previously submitted to the City of Belmont for review. Reference is made hereto for the details shown on said drawings.
15. The project is to be developed in two units whereas delineated on this map. It is estimated that construction and improvement on Unit #1 shall take place on April 15, 1972 and the homes to be commenced on or about July 1, 1972. It is estimated that the improvements for Unit #2 will be commenced on or about September 1, 1972 and that the house construction will be begin on or about March 1973.
16. It is requested that a waiver be granted in the requirement to provide a scale model for this project. Since the project is not complex and is a typical single family subdivision, there exists no specific need for the model. Therefore a variance application has been filed for waiver of this requirement.

2800 Wakefield Drive, Belmont CA - Porch In-fill Project



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